

191

345 paid 7 Oct 64  
as with time  
13 January 1964 Clock to be sure  
1963 we + Sal + Wage  
are prepared -  
2/11

MEMORANDUM FOR : Salary and Wage Division

THRU : Director of Personnel

SUBJECT : Review of Staffing

1. The Inspector General Staff has just completed a survey of the Cable Secretariat. One of their recommendations was that the Cable Secretary request the Salary and Wage Division of the Office of Personnel to conduct a full review of staffing of the Cable Secretariat to determine its adequacy; that the findings with appropriate recommendations be reported to the Executive Director/Comptroller and that this study be undertaken no later than January 1965.

2. The IG survey states that:

"While the presently rising volume can be expected to level off eventually, there is no indication that this will be in the foreseeable future.

"This continual rise in the volume of work will inevitably confront the Cable Secretary with the problem of determining the extent to which additional personnel are needed. This is not a problem that he can control, as his work is the result of the activities of others. His organization must process what comes to it. Under present conditions there is little if any slack in the Secretariat. With it apparently becoming standard practice to carry an almost continual backlog under normal conditions, it follows that in time of crisis serious strains will be placed on the Secretariat's ability to fulfill its mission. In fact, it has been reported to the inspectors that during the Cuban crisis the Secretariat fell far behind in processing the heavy flow of traffic.

"As the control point for the flow of critical information the Secretariat is an essential activity. Its operation with too small a margin in personnel strength could prove critical in future crises. At the time of the inspection the Cable Secretary was well along in the exploration of new equipment and the development of new procedures to increase the production capacity of the office. He was confident that over the next year these new programs will contribute to a significant increase in Secretariat productivity. We are impressed

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with the new programs, and with the Cable Secretary's evaluation of their potential, especially in view of his long record of success in such innovations in the past. However, we hold some reservations about the extent to which mechanical efficiency can continue to meet all the demands that may be placed upon the office. While we accept the Cable Secretary's evaluation at this time, we still feel that the entire problem of staffing should be reviewed after completion of the new steps, to determine the extent to which they meet all the demands levied upon the Secretariat."

3. It is requested that the Salary and Wage Division conduct a full review of staffing of the Cable Secretariat no later than November-December 1964.

[Redacted Signature]

25X1A

Cable Secretary

MEMORANDUM FOR: *[Handwritten initials]*

*As a rough estimate, I would say we need the following for FY68:*  
*(all \$ 5'2 (??))*

*Days 1 - some Teletypes, & assist in making copies in CDO area = 2*  
*1 - Logs & clerical*

*Mids - 1 - (as on day 1 TTY & copies) 3*

*1 - " " MR Clerical*  
*1 - " " Logs & clerical*

*Mids*

*2 Same as mids 3*  
 (DATE)

Included in our request  
should be a citation as to work  
load now, & a clear statement  
that the increased numbers provide  
for little in the way of increased  
traffics, but that we would expect  
they would meet our needs if  
they do, not exceed — items  
of importance, which is our present estimate.